City of SACRAMENTO

TAXICAB PERMITS: CUSTOMER INSTRUCTIONS
TAXICAB DRIVER

1. The fee for a Taxicab Driver Permit is $145 (new and renewal).
    a. A new applicant must also submit to a LiveScan fingerprinting process
        i. If completed at the City, there is a fee of $88 ($233)
    b. If you need a duplicate permit, the fee is $15
2. All Taxicab Driver Permits expire **one** year following the date of issuance.
    a. Renewal applications must be submitted 30 days prior to permit expiration.
    b. Renewal applications received late are subject to a $100 penalty.
3. Applicants must provide:
    a. Completed Special Business Permit Application (IND1)
    b. Valid California driver's license (new applicants only)
    c. DMV driver's record (dated within last 30 days)
    d. Two passport-sized photos (more photos may be requested, if needed)
    e. Controlled substance and alcohol test (dated within last 30 days)
        i. Controlled substance and alcohol tests can be completed at any federally or state authorized facility.
        ii. Results can be faxed (916.808.5248) or emailed (businesspermits@cityofsacramento.org)
    f. Applicants operating as independent contractors (e.g., you are ***not*** an employee of a company) must have a valid Business Operations Tax Certificate with the City, which can be obtained here: http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account
4. All taxicab applicants (new and renewal) must be scheduled for the Taxi Knowledge Test.
    a. When you submit your application, you will be given a test date and time.
    b. If you need to reschedule your test, please call or email the Permits & Taxes unit immediately. **There is a $50 fee to reschedule your testing date** if you fail to show without notice.
5. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division
Attn: Permits & Taxes

6. Applications will be ready within a week of completion of all requirements, including completing the Taxi Knowledge Test with a passing score.
    a. Taxi driver permits must be picked up by the fleet manager or their designee.

TAXICAB VEHICLE

1. The fees for a Taxicab Vehicle Permit are:
    a. New - $90
    b. Renewal - $115
    c. If you need a duplicate permit, the fee is $15
2. All Taxicab Vehicle Permits expire **two** years following the date of issuance.
    a. Renewal applications must be submitted 30 days prior to permit expiration.
    b. Renewal applications received late are subject to a $100 penalty.
3. Applications for a Taxicab Vehicle Permit are ***only*** accepted from Fleet Managers or their designee.
4. Applicants for a Taxicab Vehicle Permit must provide:
    a. Completed Vehicle Permit Application (VEH1)
        i. If applying for more than one permit at the same time, you may use the Additional Vehicle Application (VEH1.A)
    b. Current vehicle registration
    c. Sacramento County taximeter inspection report
    d. Paratransit report with a "PASS"
        i. If your vehicle is new (i.e., has less than 20,000 miles on it), the Paratransit report is not required. You must submit proof of mileage with application.
    e. Applicants operating as independent contractors (e.g., you are ***not*** an employee of a company) must have a valid Business Operations Tax Certificate with the City, which can be obtained here: http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account
5. All taxicab vehicles (new and renewal), must be inspected by City of Sacramento Code Enforcement.
    a. Inspections are held every Tuesday at 8:00 a.m. at 300 Richards Blvd.
    b. Your inspection will be scheduled when you submit your application OR you

will be notified by City staff of inspection date. Your vehicle will be inspected only on your scheduled date.

i. You will be given an appointment card with your inspection date and time. Bring this card with you to the inspection.

ii. You are not guaranteed the next inspection date but will be scheduled based on processing time and Code Enforcement availability.

6. Your permit and permit sticker will be given to you by the Code Enforcement Officer following the completion of your inspection.
   a. The permit sticker is to be placed INSIDE, on the driver's side lower corner of the windshield.

Taxicab Vehicle/Driver Change of Fleet Association

1. A holder of a taxicab vehicle or driver permit may transfer between fleet associations. The fees associated are:
   a. Transfer a taxicab driver permit - $15 duplicate permit fee
   b. Transfer a taxicab vehicle permit - $100 transfer fee
2. A permit holder must:
   a. Turn in a completed TAXICAB DRIVER/VEHICLE FLEET TRANSFER (TX1) form.
      i. This form should be signed by the fleet manager of the fleet association you are leaving.
      ii. This form must be signed by the fleet manager of the fleet you are joining.
   b. Turn in your current permits to the City of Sacramento.
   c. If transferring a taxicab vehicle, your vehicle must comply with the new fleet's color assignment
   d. If transferring a taxicab vehicle, your vehicle may be subject to a Code Enforcement inspection at 300 Richards Blvd.